



Staff Report

ANNUAL REVIEW OF COUNCIL PRIORITY CALENDAR: STEP TWO – RANKING THE PROJECTS

Honorable Mayor and Council Members:

Summary

- On February 8, Council reviewed the list of current, below the line, suspended and new projects.
- On February 22, Council will review the current list, vote to remove or suspend any current, below the line or new projects that are not a priority for study, and rank all remaining current, suspended and new projects by Department.
- On March 22, on the Consent agenda, Council will have the option of approving the annual 2011-12 Priority Calendar.

Staff is suggesting that Council look at each Department individually; to determine what current projects they are working on, how long those projects have been on the Priority Calendar, and if the current projects are still relevant. Staff would like Council to look at the “capacity” in each department.

Current/Active Projects

- Community Development has seven current/active projects
- Finance has two current/active projects
- Public Works has five current/active projects
- Parks and Recreation has seven current/active projects

Below the Line and Suspended Projects

- Community Development has 15 below the line and suspended projects
- Finance has one suspended project
- Public Works has two suspended projects
- Parks and Recreation has three below the line and suspended projects

New Projects

- Community Development has three new projects
 - Construction Demolition/Recycling – Source GAC
 - Ordinance Regulating Large Family Daycare Regulations – Source Council
 - Outdoor Water Use Efficiency – Source GAC

- City Attorney has one new project
 - Prohibition of Distribution of Plastic and Single Use Bags – Source GAC
(Other Ordinances were prioritized at the Council Workshop in January 2009).
- City Manager has one new project
 - Sustainability Objectives – Source GAC and Council
- Finance has three new projects
 - Evaluate Employee Compensation Model – Source Finance Commission
 - Expansion of Finance Commission Charter – Source Finance Commission
 - Evaluate Economic Impact of High Speed Rail – Source Finance Commission
- Public Works has three new projects
 - Share the Roads Policy (including “Complete Streets” addition) – Source Council and GAC
 - Storm and Surface Water Drainage Utility Regulations – Source Staff
 - Sewer Lateral – Source Council
- Parks and Recreation has seven new projects
 - Barrett Community Center Planning – Source P&R Commission
 - Bocce Ball Court in Twin Pines Park – Source P&R Commission
 - Address Issues with City Holiday Tree – Source P&R Commission
 - Establishment of Limited Hours for Dogs Off-Leash at Barrett – Source Council
 - Playground Improvements O'Donnell Park, Barrett CC – Source P&R Commission
 - Replace Bathroom at Alexander Park – Source P&R Commission
 - San Juan Canyon Open Space Planning – Source P&R Commission

Discussion, Changes and Clarification on issues since the February 8 Council Meeting

- Sewer Lateral project has been added to Public Works.
- Plastic/Single use plastic bag ban ordinance (from GAC) was discussed and changed to be a new project for the City Attorney.
- Share the Roads project has been updated to include “Complete Streets” issue from GAC
- Storm and Surface Water Drainage Regulations has moved from Community Development to Public Works.
- Sustainability Objectives has moved from Community Development to City Manager.
- Athletic Field Improvements (current Parks and Recreation project) has been amended to include researching the use of RDA funds.

The updated PDFs for all the projects above are included in Attachment B.

Fiscal Impact

There is no direct fiscal impact to this report. Individual projects have cost estimates associated with them (beyond staff resources) on the PDFs and the fiscal impact of the alternatives can be discussed when the individual item is brought back to Council for action.

Recommendation

Staff recommends Council approve the priority setting process outlined below:

February 22 meeting

- Discussion or clarification of any current, below the line, suspended or new project.
- A majority vote is taken to remove or to modify any current, below the line, suspended or new project.
- Council will then rank all below the line, suspended and new items, by department.

Between February 22 and March 22

Before the March 22nd meeting, staff will review the Council-ranked list and, given existing budgets, staffing and workloads, create a 2011-12 Priority Calendar for Council approval.

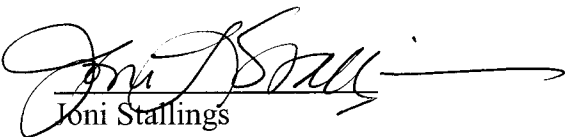
March 22 meeting

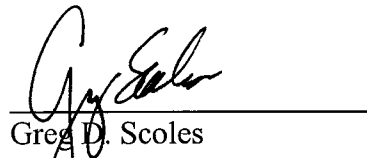
- Council will be able to see the rankings and the projects that are above the line for each department, then on the Consent Agenda, adopt the 2011-12 Priority Calendar.

Attachments

- A. Updated Priority Calendar Summary List of Projects (Active/Current, Below the Line, Suspended and New Projects)
- B. Project Description Forms for projects that have been updated
- C. Council Priority Calendar Ranking Sheet (projects alphabetical by department, to be used as a worksheet for this meeting)

Respectfully submitted,


Joni Stallings
Executive Assistant to the City Manager


Greg D. Scoles
City Manager

Staff Contact:

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PRIORITY CALENDAR STATUS REPORT

Attachment A

Summary List of Priority Calendar Current, BTL, Suspended and New Projects

	A	B	D	E	F	H	I	J
	<u>Dept</u>	<u>Project Title</u>	<u>Source</u>	<u>Total Hrs.</u>	<u>Remaining hrs.</u>	<u>Cost, not inc. staff</u>	<u>Commission Ranking</u>	<u>Status</u>
1								
2	Community Development							
3	CD	General Plan Update - An extensive, labor intensive, 3 year project, that will start with a community visioning process before undertaking a review and update of the General Plan (not including Belmont "Villages" Zoning and Housing Element)	PC	2,000	1,900	\$300,000		Current
4	CD	General Plan Update - Belmont "Villages" Zoning	Mandated	400	200	\$130,000		Current
5	CD	Parking In Front Yards/Circular Driveways	CC	175	50			Current
6	CD	Planning CalTrain Station / "Grand Blvd" - Plan for improvements to CalTrain station and El Camino Real in support of "Grand Boulevard" objectives	CC/PC	300	100	\$33,000		Current
7	CD	Residential Design Guidelines - Guidelines for new and remodeled residential projects, including hillside development issues. Hardscape & Lot Coverage Stds./ Landscape Requirements for Residential Development.	PC	75	65	\$0		Current
8	CD	San Juan Hills Property Acquisition	CC	500	475	\$250,000		Current
9	CD	Tree Ordinance - Revise tree ordinance, and consider establishing tree regulations in Zoning Ordinance	PC	100	50	\$20,000		Current
10	CD	Administrative Conditional Use Permits - Incorporation/Confirmation of 10% of site area landscape requirement	PC	60+		TBD	9	BTL
11	CD	Compilation of Federal, State, Local Preemptions - Prepare a report which documents all Federal, State & Local Reemptions on Zoning regulations	PC	75			10	BTL
12	CD	Cut/Fill Standards - Study and propose revisions to the zoning regulations regarding cut/fill standards	PC	125+			8	BTL
13	CD	Garage Parking Standards/Reqs & Second Unit Parking - Study and propose revisions to the zoning regulations regarding garage and secondary unit parking	PC	150+			1	BTL
14	CD	Modification of Wireless Communications Facility Findings - Study and propose revisions to the zoning regulations regarding wireless communications facilities	PC	125+			12	BTL
15	CD	Park Property Acquisition/Development - Along ECR - an effort towards greening commercial areas in Belmont	PC	60+		TBD	15	BTL
16	CD	Ralston & ADLP "Scenic Corridors" - Assess opportunity to improve Ralston Ave & Alameda de las Pulgas with landscape/aesthetic improvements	PC	150+			4	BTL
17	CD	Utility Structures in Public/Private ROW's - Establish a policy on architectural design/enhancements for utility structures	PC	150+			17	BTL
18	CD	Zone Text Amendment - Slope Calculations for Residential Property Development - Study and propose revisions to the zoning regulations regarding slope calculations for residential development.	PC	125+		TBD	4	BTL
19	CD	Harbor Industrial Area Annexation - Work with Council Subcommittee and HIA to develop annexation proposal & submit LAFCO annexation application	CC	700	450	\$150,000	13	Suspended 2010
20	CD	Historic Preservation - Revise Structures of Historic or Aesthetic Value section and update historic resources inventory	PC	250	235	\$20,000	3	Suspended 2010
21	CD	Lot Coverage/Hardscape Limits - Study and propose revisions to the zoning regulations regarding lot coverage, property hardscape standards (including Permeable Driveway Surfaces)	PC	175	125	TBD	6	Suspended 2010

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1	<u>Dept</u>	<u>Project Title</u>	<u>Source</u>	<u>Total Hrs.</u>	<u>Remaini ng hrs.</u>	<u>Cost, not inc. staff</u>	<u>Commissio n Ranking</u>	<u>Status</u>
22	CD	Refinement of San Juan Hills and Western Hills Area Floor Area Transfer Policies - Study and propose revisions to the zoning regulations regarding floor area transfer policies within these areas of the city	PC	200+	150	\$25,000	7	Suspended 2010
23	CD	Revision of Zoning Ordinance Definitions - Update and expand Definitions Section of Ordinance; and Redefine Building Height options	Staff	150	150	TBD	2	Suspended 2010
24	CD	Solar Access Ordinance - Propose revisions to the zoning regulations regarding solar access	PC	100	100	TBD	11	Suspended 2010
25	CD	Construction Demolition/Recycling	GAC	150+	150+	TBD		New
26	CD	Ordinance Regulating Large Family Daycare Regulations	Council	100+	100+	TBD	14	New
27	CD	Outdoor Water Use Efficiency	GAC	175+	175+	TBD		New
28	City Attorney							
29	CA	Prohibition of Distribution of Plastic and Single Use Bags	GAC	200+	200+	TBD		New
30	City Manager							
31	CM	Sustainability Objectives	GAC	300+	300+	TBD		New
32	Finance							
33	FN	Belmont Fire Protection District Service Provision	Council	1,000		\$200,000		Current
34	FN	Targeted Economic Development Project - Identify and implement targeted economic development projects within the City	Staff	2,350	2,350	\$75,000		Current
35	FN	Community Artway - Landmark Signage and Landscaping Project - City Edges - Installation of Monument signing and landscaping at the entrance to the City on eastbound Ralston east of Christian Dr and on northbound Alameda north of Cranfield Ave	PC	400	350	\$125,000		Suspended 2010
36	FN	Evaluate Employee Compensation Model	FC				2	New
37	FN	Expansion of Finance Commission Charter	FC				1	New
38	FN	Evaluate Economic Impact of High Speed Rail	FC	40	40		3	New
39	Public Works							
40	PW	101 Bike Pedestrian Bridge - Obtain funding; design and construct bridge over 101; includes other improvements between Old County Road and Highway 101 for Safe Routes to School	Council	4,000	100	\$1,400,000		Current
41	PW	High Speed Rail	CC	350	325			Current
42	PW	Old County Road Street Lighting - Develop program for review and replacement of street lighting standards	PC	300	200	\$35,000		Current
43	PW	Review all Traffic Policies - Review all City's traffic related policies to determine consistency with best practices.	PC	200				Current
44	PW	Updated Ralston Traffic Study - conduct a comprehensive traffic study and determine appropriate capital improvements to mitigate any traffic related problems.	PC	200		\$100,000		Current
45	PW	Creek Restoration - Develop program for restoration of city creeks	PC	100	100	\$150,000		Suspended 2010
46	PW	Ralston Avenue Street Lighting - Develop program for review and replacement of street lighting standards	PC	100	100			Suspended 2010
47	PW	Share the Roads Policy - Ralston to Alameda - Do a traffic study (wider sidewalks and roadway signage)	Council	300+	300+	\$15,000		New
48	PW	Storm & Surface Water Drainage Utility Regulations	Staff	100+	100+	TBD	16	New
49	PW	Sewer Laterals	Council			TBD		New

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	A	B	D	E	F	H	I	J
1	<u>Dept</u>	<u>Project Title</u>	<u>Source</u>	<u>Total Hrs.</u>	<u>Remaining hrs.</u>	<u>Cost, not inc. staff</u>	<u>Commission Ranking</u>	<u>Status</u>
50	Parks and Recreation							
51	PR	Athletic Field Improvements - Sports Complex Synthetic Turf <i>- Capital projects described in Athletic Field Master Plan updated in 2003. Plan identifies athletic field improvements to all fields managed by the P&R Dept.</i>	PRC	500	300	\$2,300,000	4	Current
52	PR	Cipriani Dog Park Improvements - Design and construct improvements for the Dog Park.	PRC	200	100	\$50,000	2	Current
53	PR	Davey Glen Park Design and Development - Design & development of unimproved park site on Davey Glen Road, which might include picnic areas, playground equipment, benches, fencing and landscaping	PRC	200	100	\$450,000	1	Current
54	PR	Facilities Condition Management Assessment	Council	200	180		14	Current
55	PR	Solar Energy Policy - to consider implementation of solar energy projects and legislation that enhances solar energy use on public facilities.	CC	400	400	\$250,000	12	Current
56	PR	Trail Improvements - Review trail system, repair/improve existing trails, add new trails.	PRC	200	200	\$30,000	5	Current
57	PR	Tree Planting Program - Establish program for planting trees on City property and/or public right-of-way.	PRC	100	75	\$80,000	17	Current
58	PR	Non-Profit Belmont Parks Foundation - Create a non-profit Belmont Parks Foundation to fundraise and advocate for Parks improvements.	PRC	80	80	\$10,000	3	BTL
59	PR	Paper Trails - Identify paper streets and trails and determine which ones could be developed into a public trail system	Council	100	80	\$10,000	10	Suspended 2010
60	PR	Park Open Space Master Plan Update - Would include updating the inventory of the parks system, analysis of current demands/trends, identifying completed projects and updating of the action plan	PRC	400	400	\$50,000	8	Suspended 2010
61	PR	Barrett Community Center Planning	PRC	400	400	\$150,000	6	New
62	PR	Bocce Ball Court in Twin Pines Park	PRC	120	120	\$30,000	16	New
63	PR	City Holiday Tree Address issues	PRC	40	40	TBD	15	New
64	PR	Establishment of Limited Hours for Dogs Off-Leash at Barrett	Council	300	300	TBD	11	New
65	PR	Playground Improvements O'Donnell Park, Barret CC	PRC	80	80	\$30,000	9	New
66	PR	Replace Bathroom at Alexander Park	PRC	100	100	\$30,000	13	New
67	PR	San Juan Canyon Open Space Planning	PRC	300	300	\$100,000	7	New

Attachment B

**PDF's for projects that have been updated since the
February 8, 2011 Council Meeting**

PROJECT DESCRIPTION

City Attorney

Project: Plastic/Single-Use Bag Ban Ordinance
Source: GAC
Lead(s): City Attorney
Team: Planning, de Melo, GAC
Contractor(s): TBD

Proj. #: CA XX

Acct. #:

Type:

Detailed Workplan

Required: No

Description: Study and propose regulations regarding establishing a Plastic & Single-Use Paper Bag Ban Ordinance.

Staff Recommendation:

☐ For Priority Consideration

☐ No Recommendation

☐ Below the Line

☐ Against Study

Estimated Staff Hours
Estimated Contractor costs

200+

Milestones:

M01	Prepare issue paper
M02	City Council direction on options
M03	Prepare draft Zone Text Amendment language
M04	Planning Commission review and recommendation
M05	City Council review and adoption
M06	City Council second reading
M07	Ordinance effective
M08	
M09	
M10	
M11	

City
Council

Due Date:

Actual:

X

X

STATUS:

Comments:

New program - from GAC

PROJECT DESCRIPTION

City Manager

Project: Sustainability Objectives

Source: GAC

Lead(s): City Manager

Team: de Melo, GAC, Planning, Public Works, City Attorney

Contractor(s): TBD

Proj. #: CM XX

Acct. #:

Type:

Detailed Workplan

Required: No

Description: Study and propose Sustainability Objectives for the Updated Conservation Element of General Plan.

Staff Recommendation:

☐ For Priority Consideration

☐ No Recommendation

☐ Below the Line

☐ Against Study

Estimated Staff Hours
Estimated Contractor costs

300+

Milestones:

M01	Prepare issue paper
M02	City Council direction on options
M03	Prepare draft General Plan Update Sections
M04	Planning Commission review and recommendation
M05	City Council review and adoption
M06	City Council second reading
M07	General Plan Element effective
M08	
M09	
M10	
M11	

City Council

Due Date:

Actual:

X

X

STATUS:

Comments:

New program - from GAC

PROJECT DESCRIPTION

Parks and Recreation

Project: Athletic Field Improvements- Sports Complex Synthetic Turf Design **Proj. #:** _____
Source: P & R Commission **Acct. #:** _____
Lead: P & R Director **Type:** _____
Team: P & R, CDD **Detailed Workplan**
Contractor(s): Landscape Architect or Engineer **Required:** _____

Description:

The proposed project includes the design of a synthetic turf on the four acre North Field and possibly the South Field at the Belmont Sports Complex. The Sports Complex North Field is approximately 4 acres in size and currently has one soccer field and one baseball field and the South Field is used for softball. The proposed project would save the City enormous water and maintenance costs while increasing available playable hours by 40%. This project to also include researching use of RDA funds.

Staff Recommendation:

☐ For Priority Consideration
☒ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours	<u>80</u>
Estimated Staff Hours Remaining as of March 2010	<u>80</u>
Estimated Contractor costs	<u>75,000</u>

Milestones:

		City Council	Due Date:	Actual:
M01	<u>Identify funding sources</u>		<u>7/1/2010</u>	
M02	<u>Put into FY2011 Budget</u>		<u>7/1/2010</u>	
M03	<u>P&R Commission Meeting</u>		<u>5/5/2010</u>	
M04	<u>Council approval of Design Contract</u>		<u>3/22/2011</u>	
M05	<u>Design Completion</u>		<u>9/1/2011</u>	
M06	<u>Constuction</u>		<u>1/1/2012</u>	
M07	<u></u>			
M08	<u></u>			
M09	<u></u>			
M10	<u></u>			
M11	<u></u>			

STATUS:

Grant unsuccessful. Staff proposing to proceed with design and will bring to Council in Spring 2011.

Comments:

PROJECT DESCRIPTION

Public Works

Project: Sewer Laterals
Source: Council
Lead: Public Works Director
Team:
Contractor(s):
Description:

Proj. #: DPW
Acct. #:
Type:
Detailed Workplan
Required:

Staff Recommendation:
☐ For Priority Consideration
☐ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours
Estimated Contractor costs

Milestones:

City
Council

**Due
Date:**

**Revised
Date:**

Actual:

M01
M02
M03
M04
M05
M06
M07
M08
M09
M10
M11

STATUS:

Comments:

PROJECT DESCRIPTION

Public Works

Project: Share the Roads Policies
Source: Council
Lead: Public Works Director
Team: Public Works
Contractor(s):

Proj. #: PWXX
Acct. #:
Type:
Detailed Workplan
Required:

Description: Research & develop "Share the Roads" policies to facilitate all modes of travel along City Street system. Study and propose "Complete Streets" Objectives for the Updated Circulation/Transportation Element of General Plan.

Staff Recommendation:
☐ For Priority Consideration
☐ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours 300+
Estimated Staff Hours Remaining as of March 2010
Estimated Contractor costs 15K

Milestones:		City Council	Due Date:	Revised Date:	Actual:
M01	Discuss and Direction from City Council	X	TBD		
M02	Inventory Streets		TBD		
M03	Develop Draft Guidelines		TBD		
M04	Identify potential street system improvements		TBD		
M05	Commission Input on Draft Street Improvements		TBD		
M06	Refine Street System Modifications, Present to Council	X	TBD		
M07	CC Presentation of Final Plan and Approval	X	TBD		
M08	Implement Street Improvements		TBD		

STATUS: New Project From Council

PROJECT DESCRIPTION

Public Works

Project: Storm & Surface Water Drainage Regulations
Source: Staff
Lead: deMelo
Team: Planning, Public Works, City Attorney
Contractor(s): TBD

Proj. #: PW XX
Acct. #:
Type:
Detailed Workplan
Required: No

Description: Study and propose regulations regarding Storm and Surface Water Drainage

Staff Recommendation:

- ☐ For Priority Consideration
☐ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours
Estimated Contractor costs

100+

Milestones:

M01	Prepare issue paper
M02	City Council direction on options
M03	Prepare draft Zone Text Amendment language
M04	Planning Commission review and recommendation
M05	City Council review and adoption
M06	City Council second reading
M07	Ordinance effective
M08	
M09	
M10	
M11	

City
Council

Due Date:	Actual:

STATUS:

Comments: New program - from Staff

PRIORITY CALENDAR STATUS REPORT

Attachment C

Summary List of Priority Projects to Rank

Council Member Name _____

	B	C
	<u>Project Title</u>	<u>Rank Number</u>
1		
2	City Attorney	
3	Prohibition of Distribution of Plastic and Single Use Bags	
4		
5	City Manager	
6	Sustainability Objectives	
7		
8	Community Development	
9	Administrative Conditional Use Permits - Incorporation/Confirmation of 10% of site area landscape requirement	
10	Compilation of Federal, State, Local Preemptions - Prepare a report which documents all Federal, State & Local Reemptions on Zoning regulations	
11	Construction Demolition/Recycling	
12	Cut/Fill Standards - Study and propose revisions to the zoning regulations regarding cut/fill standards	
13	Garage Parking Standards/Reqs & Second Unit Parking - Study and propose revisions to the zoning regulations regarding garage and secondary unit parking	
14	Harbor Industrial Area Annexation - Work with Council Sub-committee and HIA to develop annexation proposal & submit LAFCO annexation application	
15	Historic Preservation - Revise Structures of Historic or Aesthetic Value section and update historic resources inventory	
16	Lot Coverage/Hardscape Limits- Study and propose revisions to the zoning regulations regarding lot coverage, property hardscape standards (including Permeable Driveway Surfaces)	
17	Modification of Wireless Communications Facility Findings - Study and propose revisions to the zoning regulations regarding wireless communications facilities	
18	Ordinance Regulating Large Family Daycare Regulations	
19	Outdoor Water Use Efficiency	
20	Park Property Acquisition/Development - Along ECR - an effort towards greening commercial areas in Belmont	
21	Ralston & ADLP "Scenic Corridors" - Assess opportunity to improve Ralston Ave & Alameda de las Pulgas with landscape/aesthetic improvements	
22	Refinement of San Juan Hills and Western Hills Area Floor Area Transfer Policies - Study and propose revisions to the zoning regulations regarding floor area transfer policies within these areas of the city	
23	Revision of Zoning Ordinance Definitions - Update and expand Definitions Section of Ordinance; and Redefine Building Height options	
24	Solar Access Ordinance - Propose revisions to the zoning regulations regarding solar access	
25	Utility Structures in Public/Private ROW's - Establish a policy on architectural design/enhancements for utility structures	
26	Zone Text Amendment - Slope Calculations for Residential Property Development - Study and propose revisions to the zoning regulations regarding slope calculations for residential development.	

PRIORITY CALENDAR STATUS REPORT

Attachment C

Summary List of Priority Projects to Rank

Council Member Name _____

	B	C
1	<u>Project Title</u>	<u>Rank Number</u>
27	Finance	
28	Community Artway - Landmark Signage and Landscaping Project - City Edges - Installation of Monument signing and landscaping at the entrance to the City on eastbound Ralston east of Christian Dr and on northbound Alameda north of Cranfield Ave	
29	Evaluate Economic Impact of High Speed Rail	
30	Evaluate Employee Compensation Model	
31	Expansion of Finance Commission Charter	
32		
33	Public Works	
34	Creek Restoration - Develop program for restoration of city creeks	
35	Ralston Avenue Street Lighting - Develop program for review and replacement of street lighting standards	
36	Sewer Laterals	
37	Share the Roads Policy - Ralston to Alameda - Do a traffic study (wider sidewalks and roadway signage)	
38	Storm & Surface Water Drainage Utility Regulations	
39		
40	Parks and Recreation	
41	Barrett Community Center Planning	
42	Bocce Ball Court in Twin Pines Park	
43	City Holiday Tree Address issues	
44	Establishment of Limited Hours for Dogs Off-Leash at Barrett	
45	Non-Profit Belmont Parks Foundation - Create a non-profit Belmont Parks Foundation to fundraise and advocate for Parks improvements.	
46	Paper Trails - Identify paper streets and trails and determine which ones could be developed into a public trail system	
47	Park Open Space Master Plan Update - Would include updating the inventory of the parks system, analysis of current demands/trends, identifying completed projects and updating of the action plan	
48	Playground Improvements O'Donnell Park, Barret CC	
49	Replace Bathroom at Alexander Park	
50	San Juan Canyon Open Space Planning	